



# City of Tempe is seeking a Community Development Director

## \$126,897-\$162,465

Starting Salary Negotiable Upon Offer

### Opening Date:

Friday, June 24, 2016

### Closing Date:

Open until the needs of the City are met. First review of applications will be Monday, July 18, 2016.

### Benefits

- \$6,000 annual contribution towards deferred compensation.
- 56 hours of executive leave per year
- Minimum of 14 paid vacation days per year
- 12 paid sick leave days per year
- 12 paid holidays per year
- Health, dental, life, and vision care coverage plans
- Up to \$5,000 (per year) of tuition reimbursement
- Retirement plan contributions

## How to Apply

Applicants are required to submit a cover letter, resume (including an e-mail address), and a completed supplemental questionnaire. The City of Tempe's practice is to release only the names of candidates who are considered finalists for a vacant position. Tempe believes that this practice is consistent with the most recent cases interpreting Arizona's public records laws.

**Email your application materials to: [jobs@tempe.gov](mailto:jobs@tempe.gov)**

**For further information, please contact:**

Lawrence LaVictoire, Human Resources Manager, (480) 350-8277

Elva Rios-Chavez, Sr. Human Resources Analyst, (480) 350-8289

## Selection Criteria

Applicants whose experience and training most closely meet the needs of the city may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued city employment.

## Minimum Qualifications

### Experience:

Eight years of increasingly responsible management/administrative experience in at least two of the following areas:

- Planning; and/or
- Economic Development; and/or
- Building Safety and Zoning; and/or
- Community Development

### Education:

A Bachelor's degree from an accredited college or university in business management, public administration, planning, architecture, or a degree related to the core functions of this position.

## The Community

Tempe is one of Arizona's oldest communities, with roots dating back to the Hohokam. The City still has buildings from the late 1800s in its downtown. While enjoying dynamic growth, the city has maintained its unique personality and style through a careful and masterful blending of the new with the old. Respecting its heritage and energetically planning for the future, Tempe is a wonderful mix of history and modern urban amenities.

Located in the center of the Greater Phoenix Metropolitan Area, Tempe covers approximately 40 square miles and is home to more than 165,000 residents and a workforce of more than 150,000. Tempe is also home to Arizona State University with a student population of over 70,000. Tempe is surrounded by six freeways and is the only Arizona city to have border to border light rail. The majority of the Greater Phoenix Metropolitan Area can reach Tempe within 20 minutes.

Tempe is home to the nation's largest university - Arizona State University and the Tempe Town Lake – one of the most popular destinations in the state. Tempe is the spring training home for the Los Angeles Angels of Anaheim. Downtown Tempe offers the original walkable urban downtown district, representing a destination for the independently spirited, a hub for entertainment and an attractive market for entrepreneurial business. About 25,000 people work in downtown Tempe for companies such as Allstate Insurance, Amazon, Lifelock, Chase and Smith Barney. Major employers in the city include Insight Computers, Arizona State University (ASU), Wells Fargo, Edward Jones, and State Farm, as well as an eclectic mix of small and locally owned businesses.



Tempe is among Arizona's most educated cities. More than 40 percent of our residents over the age of 25 have Bachelor's degrees or above. This lends itself to a creative, smart atmosphere where anything seems possible. People and businesses in Tempe have worked on projects including the Mars Rover, implanted heart defibrillators, solar energy and much more.

## The Department

With a workforce of approximately 60 employees and a budget of over \$82 million, the Community Development Department is comprised of the following divisions:

- Development Services
- Code Compliance
- Design and Preservation
- Historic Preservation
- Redevelopment
- Neighborhood Services
- Planning
- Special Projects

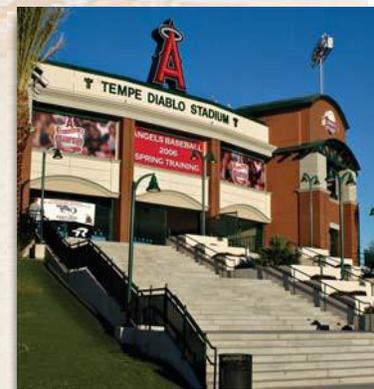
## The Culture

Tempe residents enjoy an unsurpassed quality of life, including more than 150 special events annually, such as one of the nation's largest and best New Year's Eve parties, Rock n Roll Marathon, Tour de Fat Bike Festival, Ironman Arizona and a Fourth of July celebration that regularly draws more than 50,000 people. Tempe residents are fit and enjoy 175 miles of bikeways, hiking at Papago Park and A Mountain, rowing, sailing and paddling at Tempe Town Lake and horseback riding at Papago Stables.

Residents also enjoy Tempe's various cultural and art activities at its many venues that include the Broadway shows at ASU Gammage, Spring Training Baseball, community performances at Tempe Center for the Arts. There are a number of museums in Tempe, such as The Arizona Historical Society Museum, Nelson Fine Art Center and many others regionally, including the world famous Heard Museum.

## City Government

A unique inverted pyramid structure in downtown Tempe houses the City's council/manager form of government. Tempe is a full-service municipality with a workforce of more than 1,600 regular employees, with an additional 700+ temporary employees. Tempe has an operating budget of \$445 million, with a AAA bond rating with Standard & Poor's and Fitch. Policy direction is provided by the Mayor/City Council who are assisted by an active community that includes a variety of boards, commissions and committees.





# COMMUNITY DEVELOPMENT DIRECTOR

## *Candidate Supplemental Questionnaire*

### PART II: EXPERIENCE IN SPECIFIC AREAS

This section is designed to allow you an opportunity to expand upon your professional experience as it relates to each of these vital areas. Since this is part of the selection process, it is to your advantage to fully and accurately provide the information requested.

#### **DIRECTIONS:**

**Each answer should be typed and doubled spaced.**

**Please include the following when discussing your experience:**

- **Employer's Name / Job Title / Employment Dates**

1. Describe your education, licenses, certifications, and/or trainings that demonstrate your level of proficiency and knowledge.
2. Describe your work experience in various community development assignments:
  - a. Planning
  - b. Economic Development
  - c. Building Safety and Zoning
  - d. Community Development
  - e. Code Compliance
  - f. Other
3. Describe your experience working with Mayor / Council.
4. Describe your experience in working with bargaining units or labor groups.



## **COMMUNITY DEVELOPMENT DIRECTOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operations of the City's Community Development Department including development services, code compliance, design and preservation, historic preservation, redevelopment, neighborhood services, planning, and special projects; and to provide highly responsible, complex administrative support to City management staff and the City Council.

### **Supervision Received and Exercised:**

Receives administrative direction from the Deputy City Manager – Chief Operations Officer.

Exercises direct supervision over professional, technical, and clerical personnel.

### **Position Information:**

The role of the Community Development Director is to oversee the City's plans for the long range future of Tempe land for transportation corridors, business districts and residential areas as well as administering permits and oversight of current construction and maintenance of private properties. The Director is responsible for determining departmental policies; planning long term programs; managing the department's budget and handling complex administrative duties.

In addition, the Community Development Director develops and promotes a solid relationship with the general public; City Council; boards and commissions; all department employees; various employee groups; other City departments; and other municipalities.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Administer, plan, and direct the activities of the following divisions / sections / programs: Development Services, Revitalization and Redevelopment; Rio Salado

## CITY OF TEMPE

### Community Development Director (continued)

Project; Neighborhood Services; Historic Preservation; Town Lake Operations; Planning and Zoning, Building Safety, Code Compliance and Special Projects.

- Advise, consult and provide information to the City Manager and Deputy City Managers regarding redevelopment, housing, neighborhood rehabilitation and code compliance issues and policies.
- Communicate and work in partnership with and provide information to the development community and the public regarding current and proposed private and public planning, development and housing projects.
- Guide developers through the development/redevelopment process; coordinate site selection, negotiations, land assembly and project funding; oversee projects to ensure compliance with contract and all applicable City codes and ordinances, state and federal law; establish control systems to ensure timely and effective project implementation.
- Advise, consult and provide information to the City Manager and Deputy City Managers regarding community planning and design, building permitting and construction issues and policies; make presentations and respond to City Council inquiries regarding sensitive or high profile development proposals, projects and applications of City Codes.
- Analyze, develop and present recommendations on complex economic development/redevelopment proposals; provide technical expertise in the formulation of recommendations on financial and development plans for various boards, committees, commissions and the City Council.
- Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives, and upholding the City's stated mission and values.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, federal regulations, ordinances and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Confer, advise and/or direct division heads on problems relating to activities within their division.

## CITY OF TEMPE

### Community Development Director (continued)

- Facilitate the resolution of employee relation issues as well as represent the City/Department in matters of concern to associations representing department employees.
- Advise and assist the City Manager, Deputy City Managers, department management, and employees in a variety of work related matters including the interpretation and application of policies and processes.
- In conjunction with City Manager, Deputy City Managers and City Council, formulate, develop, maintain and promote a vision for future city-wide community development.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Make presentations before the City Council and other boards, commissions and community organizations.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Have a strong commitment to value diversity in the Department and the City.
- Provide pro-active performance planning through the City's performance management process; utilize performance management tools to formalize performance goals, outline professional development plans, and discuss job competencies; utilize appropriate dialogue and communication tools and resources for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Perform related duties as assigned.

## **Minimum Qualifications:**

### **Experience:**

Eight years of increasingly responsible management / administrative experience in at least two of the following areas:

- Planning; and/or
- Economic Development; and/or
- Building Safety and Zoning; and/or
- Community Development.

### **Education:**

A Bachelor's degree from an accredited college or university in business management, public administration, planning, architecture, or a degree related to the core functions of this position. Master's degree is preferred.

### **Licenses/Certifications:**

None

### **Examples of Physical and/or Mental Activities:**

- Work in a stationary position at desk or at computer for considerable periods of time
- Operate computers, calculators and other office machines
- Considerable reading and close vision work
- May work alone for extended periods of time at the office
- May require working extended hours

### **Competencies:**

<http://www.tempe.gov/home/showdocument?id=26274>

**Job Code: 045**

**Status: Exempt / Unclassified**